# CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: <u>PW535</u>
Classification Specification: <u>ENGINEER III</u>
Salary Range: NR 43 – Management Benefit Level C
Position Description (Working Title): Engineer III
Incumbent:
Location: Public Works Engineering – Permit/Development Section

#### **GENERAL PURPOSE:**

Under the direction of the Development Engineering Manager, or designee, perform experienced-level professional duties related to project/plan review and permit issuance; evaluate utilities, road design, site work, and property related issues related to residential, commercial, industrial, and franchise utility permit's compliance with applicable City Codes, ordinances, and regulations; provide work direction to less experienced engineers, technicians, and clerical/administrative staff as required.

Work is characterized by experienced-level professional duties and responsibilities associated with working closely with management on policy development activities. The incumbent is called upon to serve as a professional/technical advisor, making decisions requiring considerable collaboration with professionals at all technical levels across the department and City wide. The incumbent specializes in reviewing engineering design and construction projects prepared by other engineers. Duties include, but are not limited to, providing technical advise and support to consultant engineers, developers, and City staff during the SEPA phase, Plan Review phase, and Construction phase of a project.

Work is performed under limited supervision. The supervisor sets the overall objectives and resources available. The incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. The incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. The incumbent keeps the supervisor informed of progress, potentially controversial matters, or far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide professional and technical support to the applicants and their representatives (i.e. architects, attorneys and engineers) prior to permit application.

Attend meetings with the department representatives from Fire, Building, and Community Development to discuss Public Works issues prior to the pre-application meeting.

Assist the Parks Department, the Environmental Section, and the Transportation Section to establish the final conditions for the pre-application meeting.

Visit proposed sites to evaluate onsite and offsite conditions, such as drainage and traffic issues for proposed developments.

Analyze existing and proposed utility systems (Water, Storm Drainage, and Sewer) for operational characteristics, impacts, and needed changes that are provided in writing to the applicants and engineers as conditions of their developments.

Represent Public Works at the pre-application meetings and be able to explain needed requirements to the applicant and representatives.

Review complex engineering construction plans and documents for conformance to the City's Construction Standards, codes, and ordinances; verify compliance with SEPA and Plat Conditions; evaluate design of street utilities and other related systems.

Interpret and explain City, State, and Federal, codes, ordinances, specifications, policies, procedures, and standards.

Coordinate the project records and filing systems of the Development Section.

Review and approve Franchise Utility permits (i.e. Fiber Optics, Cable, Gas, Telephone, etc.)

Review and approve permits for outside public agencies such as King County, Railroads, Water/Sewer Districts, etc.

Assist in the preparation of latecomer's agreements for water and sanitary sewer improvements.

Review and analyze proposed storm drainage plans and calculations for conveyance systems, storm drainage quality and quantity control systems, and TESCP measures.

Review and approve a variety of miscellaneous permits including, but not limited to, single residential, grade and fill, street cuts, street use, water meters, fire lines, etc.

Approve easements and right-of-way acquisitions from developers in support of City Public Works projects.

Prepare Environmental Mitigation Agreements and other miscellaneous agreements between the City and the developers/property owners.

Read and understand legal descriptions for easements, right-of-way dedications, and other agreements.

Prepare and/or review a wide variety of property management documents such as Declaration of Storm Drainage Covenants, Environmental Mitigation Agreements, Financial Participation Agreements, etc.

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Review and approve construction cost estimates to establish permit fees, performance bond amounts, maintenance bond amounts, and fees-in-lieu of construction amounts.

Maintain public records and filing systems related to private development permits.

Participate in pre-construction meetings to outline ground rules of construction and inspection.

Review and approve revisions to the construction plans as assigned; resolve construction challenges with inspectors and contractors as assigned; participate in reviewing as-built plans for overall conformance with approved plans as assigned; attend final walk-through inspections to identify and list construction deficiencies as assigned; and sign final Certificate of Occupancy for the project as appropriate.

Under the direction of the Development Engineering Manager, update and revise City construction standards to resolve construction problems and incorporate new technology.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

### PERIPHERAL DUTIES:

Perform related duties as assigned.

## KNOWLEDGE, SKILLS, AND ABILITIES:

### KNOWLEDGE OF:

- The City's construction standards and principles, practices, and standards of civil engineering
- Design, engineering, and construction of Public Works projects
- Land surveying principals and construction staking standards
- Advanced mathematics including calculus, trigonometry, geometry, and algebra
- Municipal Public Works construction techniques
- Applicable City, State, and Federal regulations, laws, and ordinances pertaining to the development of private property
- King County Surface Water Design Manual
- City of Kent Surface Water Design Manual
- Engineering research, analysis, and problem solving methods
- Preparation of construction drawings and specifications
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing, spreadsheets, and KIVA
- Municipal government operations, as well as City organizations, operations, policies, and objectives
- Modern engineering methodologies, computer systems, and techniques as applied to the design and construction of transportation and utility projects
- Methods of traffic control, street design, and traffic related impacts of developments on the public infrastructure
- Municipal government operations, as well as City organizations, operations, policies, and objectives

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• Effective oral and written communication skills using correct English, grammar, spelling, punctuation, and vocabulary

• Effective interpersonal skills using tact, patience, courtesy, and telephone etiquette

#### SKILLED IN:

- Coordinating and overseeing public and private development projects under both the design and construction phases
- Applying civil engineering and construction inspection principles and practices
- Applying land survey principals and practices
- Communicating effectively both orally and in writing
- Demonstrating effective interpersonal relations using tact, patience, and courtesy
- Analyzing, preparing, and reviewing technical engineering plans, drawings, specifications, and estimates
- Maintaining records and preparing reports
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries

## **ABILITY TO:**

- Train, provide work direction, and motivate other Public Works employees
- Coordinate engineering projects and resolve conflicts with other agencies and organizations
- Oversee and coordinate engineering projects and resolve conflicts with other agencies and organizations
- Review, understand, and interpret complex engineering plans and designs
- Maintain current knowledge of trends, legislation, and other developments in the field of civil design and construction inspection
- Establish and maintain effective working relationships with the public, contractors, developers, engineers, and others; and effectively interact with diverse individuals
- Communicate effectively both orally and in writing
- Resolve conflicts and complaints by analyzing the situation and then accurately adopting an effective course of action
- Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures relating to construction
- Prepare and effectively deliver oral presentations
- Work independently with little direction
- Negotiate viable solutions with citizens, developers, engineers, and attorneys to the benefit of the City under a variety of circumstances based on existing codes and regulations
- Learn and use the City's permit tracking software for coordinating and tracking of private development projects
- Meet schedules, timelines, and commitments for multiple projects on an ongoing basis
- Perform related duties and activities as developed and assigned
- Make extensive mathematical and engineering computations accurately
- Compose, proofread, and edit correspondence, technical journals, engineering rules, and regulations

# EDUCATION AND EXPERIENCE REQUIRED:

Education: Bachelor of Science in Engineering; and

Experience: Six (6) years of Civil Engineering experience.

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Or:

In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

# LICENSES AND OTHER REQUIREMENTS:

- Professional Engineer's License (PE) is required
- Valid Washington State driver's license, or the ability to obtain within thirty (30) days of employment
- Must successfully pass the City's pre-employment driver's records check; and maintain an excellent driving record

# MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment includes, but is not limited to, personal computer, telephone, fax and copy machine, calculator, and projector. Field equipment includes, but is not limited to, hand level, instrument level, metal detector, and measuring tape.

The incumbent may also be required to operate a City vehicle

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use arms, hands an fingers to reach, handle, feel, or operate objects, materials, tools, equipment or controls. The employee is frequently required to sit, stand, walk, hear, and talk normally with or without mechanical assistance. The employee is occasionally required to lift in excess of 30 pounds.

## WORKING CONDITIONS:

The incumbent is required to work in both and field and office setting. The incumbent may be exposed to individuals who are irate or hostile. The incumbent is subject to driving to various locations within the community to inspect or review public improvement or private development project sites. The noise level in the work environment is usually moderate when working in an office; noise level at construction sites is loud to very loud.

Position Description: Engineer III Page 6 of 6 **SIGNATURES** Incumbent's Signature Supervisor's Signature Date Date Approval: Department Director/Designee Employee Services Director/Designee Date Date This document will be reviewed and updated annually at the time of the \*\*Note:

performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised: 08/09/02; 3/19/08